



EMPLOYMENT OPPORTUNITY

AN EQUAL OPPORTUNITY EMPLOYER

30001 Ladyface Court, Agoura Hills CA 91301 * 818/597-7300

FILING DEADLINE: OPEN UNTIL FILLED

CITY TREASURER

\$300/Month Stipend

THE POSITION

The City Treasurer is a position appointed by the City Manager with approximately five (5) hours of anticipated service per month.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. Reviews and advises on the investments of the City's fiscal resources in compliance with the City's Investment Policy;
2. Reviews prepared statements and reports on the City's financial position to the City Council and general public;
3. Signs warrants and pay checks;
4. Assists in reviewing the City's banking needs and contracts;
5. Serves as a member of the Finance Committee;
6. Ensures the City is in compliance with all State and Federal laws regarding financial investments and reporting;
7. Annually receives and provides recommendations on the City's investment policy to both the Finance Committee and the City Council;
8. Assumes personal responsibility for ensuring the duties of the position are performed in a safe and efficient manner;
9. Reviews bank reconciliations and checks for internal control compliance;
10. Performs other duties as required.

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field and ten years of experience in investing in compliance with the California State code.

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of financial record keeping, banking; State and City laws and ordinances pertaining to financial administration of municipal government; principals or computer technology and systems analysis; governmental accounting, and budgeting and investment management

practices within a municipal environment; analyze fiscal data and draw logical conclusions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

Physical Demands

While performing the duties of this class, the employees is regularly required to sit, stand, walk, talk or hear, both in person or on the telephone, and operate standard office equipment. Specific vision abilities required by the position include: close vision, color vision and ability to focus.

Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although the City Treasurer will perform some work at home, attendance at committee meetings and Council meetings will require time spent in a typical office environment. The noise level of the office work environment is usually quiet.

Licenses/Certificates

Possession of a Class C California driver's license and a satisfactory driving record is required.

Filing Period

All applicants are required to submit a completed City application. Resumes alone cannot substitute for the application. Applications are available at the Agoura Hills City Hall or apply online at www.ci.agoura-hills.ca.us. If you have any questions regarding the position, you can contact Director of Finance Christy Pinuelas at (818) 597-7319 or email her at cpinuelas@ci.agoura-hills.ca.us

Application and Selection Process

We will conduct a comparative review and evaluation of all applications materials submitted and invited only those candidates who possess the most desirable qualifications to continue in the selection process. Selected candidates will be invited to interview for the position. Be sure to list at least one phone number where you can be reached or receive a message during the hours of 7:00 am to 5:00 pm.

Please Note:

- *The provisions of this bulletin do not constitute a contract, expressed or implied, and the City may modify or revoke any provisions contained in this bulletin without notice.*
- *In accordance with the Immigration Reform & Control Act of 1986, the City must verify that all new employees at the time of hire have written proof of their write to work in the United States.*
- *The City provides employment rights and non-discrimination on the basis of disability, as established in the Americans with Disabilities Act of 1990.*